

# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	PS: Purch & Proc Spec (SP)
<b>POSITION NUMBER:</b>	00052685
<b>LOCATION:</b>	FINANCE OFFICE – ATLANTA, GA
<b>POSTING DATE:</b>	FEBRUARY 27, 2014
<b>APPLICATION DEADLINE:</b>	OPEN UNTIL FILLED
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	PAYGRADE 15
<b>ENTRY SALARY:</b>	\$2,964.11/MONTH

**DESCRIPTION OF DUTIES:** Under general supervision develops, coordinates and monitors the agency purchasing, inventory, contract and bidding process throughout the procurement cycle. Supervises and plans the work of assigned staff. Plans and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. Serves as a subject matter expert.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field AND

Three years of experience in a purchasing environment, one year of which was at a lead/supervisory level

OR

Six years of experience in a purchasing environment OR One year of experience at the lower level or position equivalent

Note: Some positions may require certification. Professional experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions may substitute for the degree on a year to year basis.

### **HOW TO APPLY:** (We accept applications and/or resumes by either transmission listed below.)

- Mail a completed State of Georgia application and/or resume to Daphne Hanna, Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).
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**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.** If you have submitted an application and/or resume to our Department within the last year, then **call** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.**

**NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**